

**MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK MEETING  
HELD TUESDAY, OCTOBER 11, 2016 AT 6:00 P.M. IN THE COTTONWOOD HEIGHTS  
CITY COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST BENGAL  
BOULEVARD, COTTONWOOD HEIGHTS, UTAH**

**Members Present:** Mayor Kelvyn Cullimore, Councilman Scott Bracken, Councilman Mike Peterson, Councilman Mike Shelton, Councilman Tee Tyler

**Staff Present:** Community and Economic Development Director Brian Berndt, City Manager John Park, Finance Director Dean Lundell, Police Chief Robby Russo, Fire Chief Mike Watson Public Works Director Matt Shipp, Assistant City Manager Bryce Haderlie, City Attorney Shane Topham, City Recorder Paula Melgar, Public Relations Specialist Dan Metcalf

**1. Review of Business Meeting Agenda.**

Mayor Cullimore reviewed the Business Meeting agenda and provided City Council Members with clarification on the amounts stated on Action Item 2016-85. He explained the agreement is the result of a bid where the City decided to contract with all three bidders and test their high-performance salt.

The Mayor introduced and welcomed Youth City Council Public Relations Representative, Annie Kauffman.

**2. Public Relations Report.**

Public Relations Specialist, Dan Metcalf, reported on media coverage and events in the City. Media items included the following:

- Fox 13 News at Five - *Narcan saves life* – Sgt. Ryan Shosted with Cottonwood Heights Police Department. Chief Russo provided a bit of background to the news story.
- Fox 13 News – Wanted Edition – *Car theft caught on camera*, in Murray; and *Credit card fraud suspect*, in Cottonwood Heights. Looking for *Cold case suspect*, in South Salt Lake or Murray.
- Fox 13 News - *Police seek person of interest*, Cottonwood Police Department.

Mr. Metcalf stated that he will be getting help reviewing the newsletter. He reported that Civic Life is updating their system and requests are starting to come in with the correct information. He discussed promoting the newsletter for November with an article on the new Public Works trucks and the 5K. The upcoming Monster Mash is also being promoted.

### **3. Public Works**

#### **a. Public Works Operations Report.**

Public Works Director, Matt Shipp, reported that the street sweeper is running and doing great. Public Works Operation Specialists are cleaning grates and making sure everything is clear for drainage.

The transition is moving forward with three trucks coming in this week and three more to come soon. Staff was completing the registration of the trucks and getting ready for the upcoming winter season.

A new updated task sheet showing current progress on tasks related to public works transition was presented.

Mr. Shipp stated that the salt shed will not be ready prior to the arrival of the salt, which will be stored where they have currently been keeping it. He did not foresee this interfering with the City purchasing the salt needed and keeping it on site. The salt shed was expected to be completed by the end of November 2016.

### **4. Planning and Economic Development Report.**

#### **a. Planning Commission Meeting of October 5, 2016.**

Community and Economic Development Director, Brian Berndt, reported on the October 5, 2016 Planning Commission Meeting. He stated that two public hearings were held. The daycare home occupation had completed some of the cleanup and the public hearing for that item was closed. The Fort Union study was also closed, and both will be decided upon at the first meeting in November. The Little Willow Subdivision was approved and the City's site plan was approved as well.

Mr. Berndt reported that Planning Commission Chair, Paxton Guymon, has left the City and staff is currently looking for a new member.

Mr. Berndt distributed a comparable table for the Accessory Building Code updates and asked the Council for direction. Allowable uses were discussed.

The Work Session was continued until after the City Council Business Meeting.

City Council Work Session resumed at 8:32 p.m.

The Wasatch Boulevard and Gravel Pit Study was discussed. Because of the potential changes and impacts, they are now going back for funding for another grant and will be looking at the entire Wasatch Corridor.

**b. Code of Ordinances on Accessory Buildings.**

Mr. Berndt reviewed the proposed changes to the Code on accessory buildings. The allowable area of coverage and building area were discussed.

**5. Public Safety Reports.**

**a. Unified Fire Authority.**

UFA Chief, Mike Watson, reported on the week's events and a report on UFA staff assisting with recovery efforts resulting from Hurricane Matthew. There are currently five task forces on site and four of Cottonwood Heights task members were sent to serve as part of an incident support team.

**b. Police Department.**

Police Chief, Robby Russo, reported that pertinent information was presented during the Business Meeting Report.

**6. City Manager/Assistant City Manager Report.**

**a. City Hall Report.**

City Manager, John Park, reported on the progress of closing out the punch list for the construction items of City Hall. Some items pertain to surrounding neighbors but are progressing.

He stated that the Planning Commission is in need of additional members for Districts 2, 3 and 4.

Mr. Park reported that staff received a letter from Mayor McAdams' Office asking to suggest three names to be appointed to the Mountainous Planning District. Under State law, a list of three names is submitted and one is selected. Members of the District will be dealing with the zoning in the mountain range. Mr. Park asked the Council for recommendations.

Mr. Park reported the City has received a \$17,000 refund from the trust on the insurance item.

The Council next discussed Mountain View Park. It was reported that the cost for Golden Landscaping to complete the deep aeration would total approximately \$7,000. To add sand with organics, the cost would increase by \$13,000. Golden Landscaping offered to come in next spring and plant the area in front of the goalposts for free.

Mr. Park stated that the Arts Council would like to display the *Best of Show* taking place at the City Library during the month of November. Councilman Peterson pointed out that the current displays at City Hall will be taken down on Monday, October 17, 2016.

**7. Mayor/City Council Reports.**

**a. South Salt Lake Valley Mosquito Abatement Meeting – Councilman Tee Tyler.**

Councilman Tyler stated that he will report on the Mosquito Abatement issue at the upcoming meeting.

**b. Association of Municipal Councils Meeting– Councilman Tee Tyler.**

Councilman Tyler reported on the Association of Municipal Councils Meeting. Mr. Cameron Diehl, from the League of Cities and Towns, spoke with the group on the negotiation headed by the Utah League of Cities and Towns on Gas Tax as well as the increase by cities of B&C Road Funds by 17.5%. Councilman Tyler stated that cities are being well served by the League's negotiations. With regard to legislation, short-term rentals were discussed and are very complementary to Cottonwood Heights. There was also discussion regarding the curtailing of fireworks.

**c. Arts Council Meeting – Councilman Mike Shelton.**

Councilman Shelton reported on the recent Arts Council Meeting and stated that they are moving ahead with plans for next year's play. The current art show is getting great participation with 50 pieces entered. There is also a youth production coming up. He will be checking with Butler Middle School regarding the removal of the set from last year's last play.

**d. TRCC Meeting – Mayor Cullimore.**

Mayor Cullimore reported that he chairs the Salt Lake County Tourist Recreational Cultural and Convention Advisory Board. They are entertaining presentations on outside funding requests. The Days of '47 Rodeo applied for \$3,000,000 to complete their stadium. Holladay City is finishing work on their park behind City Hall and will include ADA upgrades. The request is for approximately \$500,000. South Jordan asked for \$150,000 for an adaptive playground for children. Township Services asked for \$250,000 in open space land purchase. Trails Utah asked for \$300,000 for trails maintenance and West Jordan is seeking a contribution for an indoor play field.

Mayor Cullimore explained that the group is questioning how the County plans to address capital maintenance. Salt Lake County is doing a renewal of the GO Bond for \$90 million with \$30 million being deferred capital maintenance.

Mayor Cullimore reported that West Jordan is building their own Recreation Center. The TRCC is now in its busy time and holding meetings weekly. Decisions seem to be fairly easy this year with the distribution and allocation of funds.

8. **Calendar of Events.**

**Councilmember Schedules for the next week/ 2016 Calendar:**

- a. **October 12 – City Council/Historic Commission Meeting; 5:30 p.m. Union Cemetery.**
- b. **October 13 – Youth City Council Annual Dinner, 6:00 p.m. City Hall.**
- c. **October 28 – Monster Mash on Ice 5:00 – 7:00 p.m. Cottonwood Heights Recreation Center.**
- d. **October 31 – Trunk-or-Treat – City Hall parking lot from 3:00 p.m. to 5:00 p.m.**
- e. **December 6 – City Employees Christmas Party.**
- f. **Meeting Schedule for November, December, and January.**

9. **Closed Meeting to Discuss Litigation, Property Acquisitions and the Character and Professional Competence or Physical or Mental Health of an Individual.**

There was no closed meeting.

10. **ADJOURN**

Motion to adjourn by Councilman Tee Tyler. The motion passed unanimously. The City Council Work Session was adjourned at 9:44 p.m.



# Cottonwood Heights

## Weekly Update for the Week of Oct. 2-8, 2016

### City Manager

1. Preparing for launch of new Citizen Dashboard, which I'm told works much better than the current one. It is scheduled to launch on Oct. 13.
2. After encountering a glitch in the CivicLive content management system, I was finally able to update the October newsletter content to the website. CivicLive is working to make our site faster.
3. November newsletter deadline is Tuesday, Oct. 11. Chief Watson has the public safety article, and I'm still waiting on other things. Tee Tyler submitted his article almost 2 months ago :)

### Community Development

1. The Back to Basic Boot Camp series started on Oct. 6 and will run for the next couple of weeks. If you're looking to start your own business, stop in and get some great information.
2. The department was given an award from APA for the city's bike and trail plan. Thanks to Mike Johnson who coordinated this project.
3. Trunk or Treat sponsored by the CHBA. It will be held on Oct 31 at 3-5pm in the City Hall parking lot.

### Administrative Services

1. Ann assisted John and Bryce with hosting the monthly South Salt Lake Area City Managers meeting with a lunch and discussion of development in the City by Community Development Director Brian Berndt.
2. The facility use policy has been set for a public hearing with the required study. The public hearing will take place at the Oct. 25 Council business meeting.
3. Congratulations to our Cottonwood Heights Amateur Radio Club for their spotlight article in CQ Magazine, a national magazine for amateur radio users. See the complete article below.

### Police

1. Police placing logos on completed SWAT Van...we are ready to deploy
2. Officers dispatched to a home in the 6700 S block of 2300 E and found a father doing CPR on his 22 year old son who was in full arrest on an opioid overdose. Officers used Narcan to save the life...he began breathing on his own within a minute as UFA arrived.

### Engineering

1. Working on easement and exhibit for an agreement between Cottonwood Heights and property owner for area between City Hall retaining wall and neighbor fence.

2. Meeting with Public Works discussing NPDES requirements based on Jordan Valley Permit and our future Public Works Yard.
3. The Mountain Accord technical committee met yesterday to review the transportation options that they would like to evaluate in more detail:
  - a. Cog Rail (with and without a tunnel)
  - b. Bus (BRT, Enhanced Bus and Bus Only, close canyon to cars, all with and without the tunnel)
  - c. Gondola (with and without the tunnel)
  - d. Widen the existing Highway

## Pictures



*Figure 1 - Congratulations to Mike Johnson being recognized for his efforts preparing the Cottonwood Heights Bicycle and Trails Master Plan by the Utah Chapter of the American Planning Association*



Figure 2 - The logo for the SWAT van



## Emergency Communications Special

Utah's Cottonwood Heights Amateur Radio Club plays an integral role in the city's emergency response plan. Here's a look at what the club does and how it does it.

# Voice, Data, Video: Club Uses What's Needed in Emergency Response

BY CARLOS CARDON\*, W7QL

**T**he Cottonwood Heights Amateur Radio Club (CHARC) was organized in 2014 with the specific mission of providing emergency communications services to the city of Cottonwood Heights, Utah. The group has close working relationships with the city, the CERT (Community Emergency Response Team) organization, and local churches to supply timely voice, data, and video information to emergency response officials when normal communications facilities are not available (*Photo A*).

The city operates a sophisticated Geographical Information System (GIS), with a database of all residences, which is used to display the status of each home in the event of a major disaster. This information is gathered by block captains (*Photo B*), who pass it to CHARC emergency communications specialists (*Photo C*). They enter it into spreadsheets, which are converted to data files and sent by digital radio, either packet or D-STAR data, to an Emergency Response Center where it is input to the GIS system. At this location, the status of each home is displayed on a large screen for the Incident Command Team (*Photo D*), which may then make informed decisions about deployment of first responders.

CHARC employs a variety of amateur radio technologies to accomplish its mission, including VHF/UHF FM voice, packet, D-STAR data enabled by Dan Smith's DRATS software, BBHN (Broadband-Hamnet) Mesh with TeamTalk video and voice <[www.broadband-hamnet.org](http://www.broadband-hamnet.org)>, and streaming IP video. D-STAR high-speed data on the 23-centimeter band has also proven very useful in moving larger data files, including compressed still images of disaster sites.

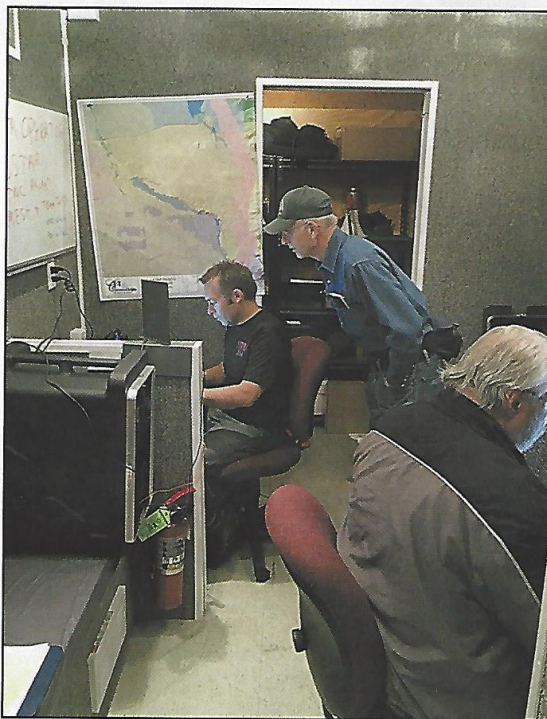
In addition to continually honing skills and processes, the club also evaluates new technologies such as portable solar panels, quadcopter streaming video, higher speed data transmission and low cost home-built Raspberry Pi devices for possible use in our emergency communications tools arsenal.

### Two Types of Events

In order to provide effective emergency response, the CHARC group has developed, and trains with, a set of operating procedures that describe the equipment and processes to be employed when the group is activated. The procedures have been developed around two different emergency scenarios. One is a "localized event" such as a flood or fire,

which, as the name implies, is local in scope. The other, requiring an entirely different type of response, is the "major event," affecting the entire city, which could entail working in conjunction with the Red Cross and FEMA.

In a localized event, we send small teams to critical sites (*Photo E*) to provide verbal reports and send compressed still images back to the Emergency Operations Center (the EOC, which can be at the permanent City Hall building, or in the city's Mobile Incident Command van).



*Photo A. CHARC operators (left to right) Randy Ellefson, KD0BAW; Dick Abbott, K7MZ; and Bart Van Allen, AA7VA. Randy and Dick are handling the D-STAR and packet data station, while Bart serves as net control for the 2015 earthquake drill. (Photos A-D courtesy Jeff Cardon Productions)*

\* President, CHARC  
email: <[cdcardon@comcast.net](mailto:cdcardon@comcast.net)>



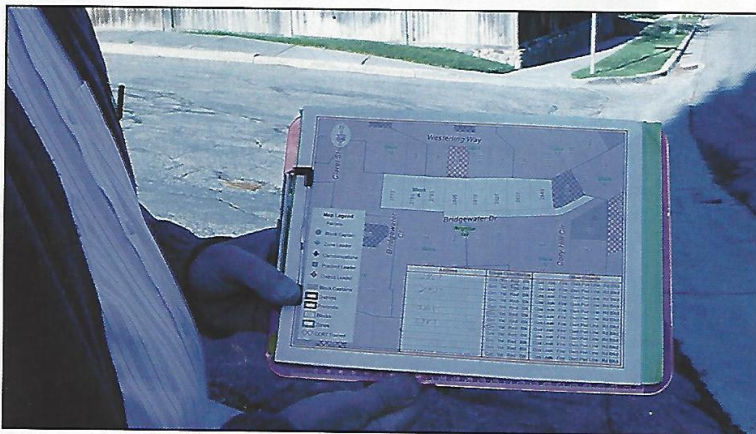


Photo B. Block captain checks status of neighbors in 2015 Great Utah Shakeout earthquake drill.

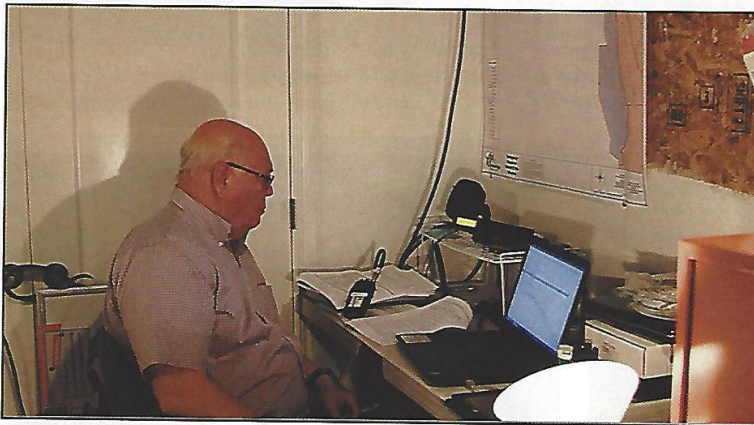


Photo C. Soren Sorenson, K7SKS, gathers status information on over a thousand homes in his district and forwards the data to the EOC via packet radio.



Photo D. Cottonwood Heights City Mayor Kelvin Cullimore examines GIS display of status of homes during the earthquake drill.

[www.cq-amateur-radio.com](http://www.cq-amateur-radio.com)



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See **EVENTS** ON OUR WEBSITE

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[Bob@ExpertLinears.com](mailto:Bob@ExpertLinears.com)

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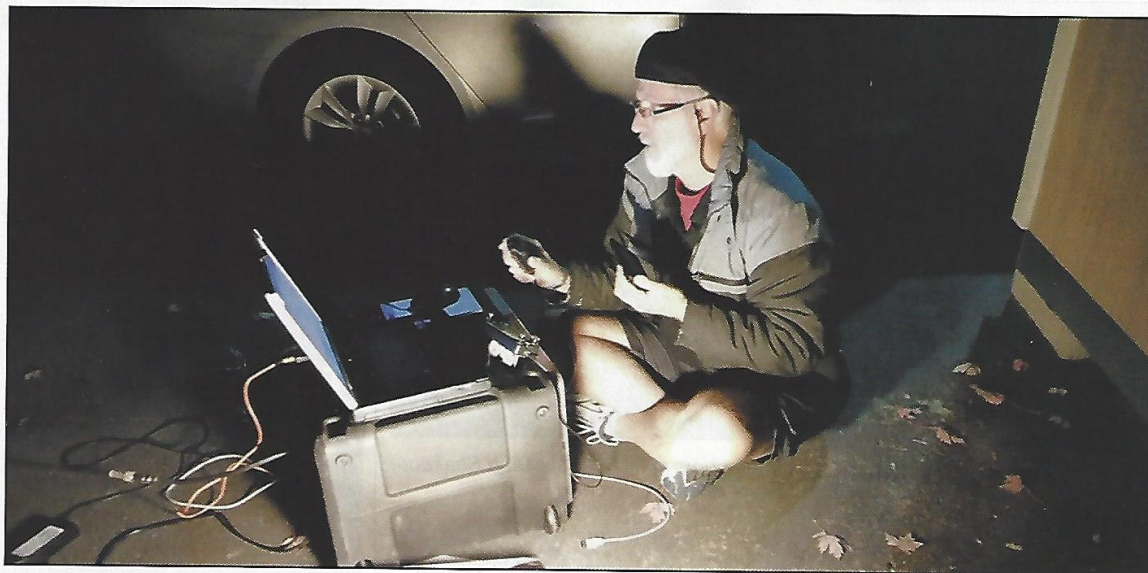


Photo E. Rod Rothbauer, KF7WQK, provides status reports to the EOC in this flood emergency drill. (Photos E-H by Carlos Cardon, W7QL)



Photo F. IP streaming video is sent to the mobile EOC during a recent drill by this Ubiquiti Nano system utilizing BBHN firmware.

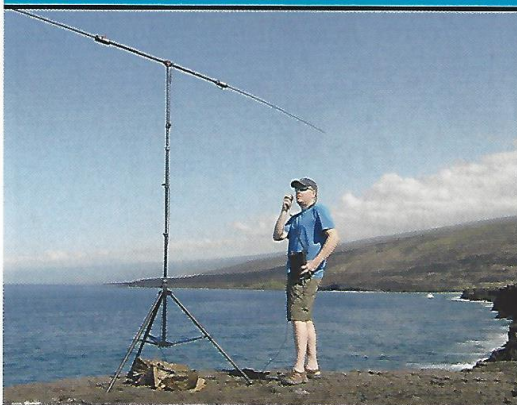


Photo G. Another IP streaming video camera is in operation at the EOC, along with the EOC master control mesh node, a Ubiquiti Bullet with BBHN firmware.





# BUDDIPOLE



## NEW RIGID SERIES ADJUSTABLE WHIP ANTENNAS

These combine the ruggedness of our military-grade shockcord elements with the adjustability of a telescopic antenna to provide a truly no-compromise field antenna. Available in multiple configurations.



## BUDDIPOLE FEATURES

- > Multi-band design works 9 bands (40 meters thru 2 meters) with one set of adjustable coils!
- > Modular Design – create dozens of different antennas with interchangeable parts
- > Rotatable/Directional
- > Lightweight, rugged components
- > Rotating Arm Kit allows users to instantly change antenna configurations
- > Used by Emergency Services Groups throughout the world
- > Rated from QRP to 250 watts PEP

## WHAT IS THE BUDDIPOLE?

The Buddipole™ Portable Dipole fits in your travel bag and assembles in minutes. The Buddipole is more than an antenna, it's a versatile system for launching your signal. Optimized for transmit power and proven for DX work, the Buddipole is the secret weapon used by HF portable operators all over the world.

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See our videos  
[www.youtube.com/buddipole](http://www.youtube.com/buddipole)

The second scenario is a major event; the most likely of which in our area is an earthquake. We assume in this situation that the entire city is affected and that normal communications systems are

disrupted. All of our volunteers, the radio group working with CERT and the local churches, are trained to react immediately if this happens. Block Captains, responsible for 8-12 homes in their

neighborhood, check on the status of each family and provide this information to communications specialists in their area. They, in turn, relay the information by digital radio to the EOC (see above).

Following the initial phase of an earthquake, it may be necessary to set up mass shelters. In this situation, we use BBHN Mesh technology to provide local authorities with voice, data, and video coverage (*Photos F & G*) of a limited-area site. We train for such a situation by using public events, such as parades, races (*Photo H*), and celebrations to test the technology.

Multiple training drills are held each year to exercise and improve operator skills of equipment and procedures. Drills include participation in an annual state-wide "Great Utah Shakeout" and support of community events such as parades and athletic competitions.

CHARC has 25 members dedicated to providing life-saving information should a significant event in our city prevent the operation of normal communications facilities.

Videos showing CHARC participation in the Great Utah Shakeout for the past few years can be viewed at: <http://bit.ly/2aM7YZM> and <http://bit.ly/2aUbK5c>.

The club website is at: <http://bit.ly/2axjB5S>.



Photo H. Another example of IP streaming video, in this photo from a 2015 marathon in Cottonwood Heights, Utah.

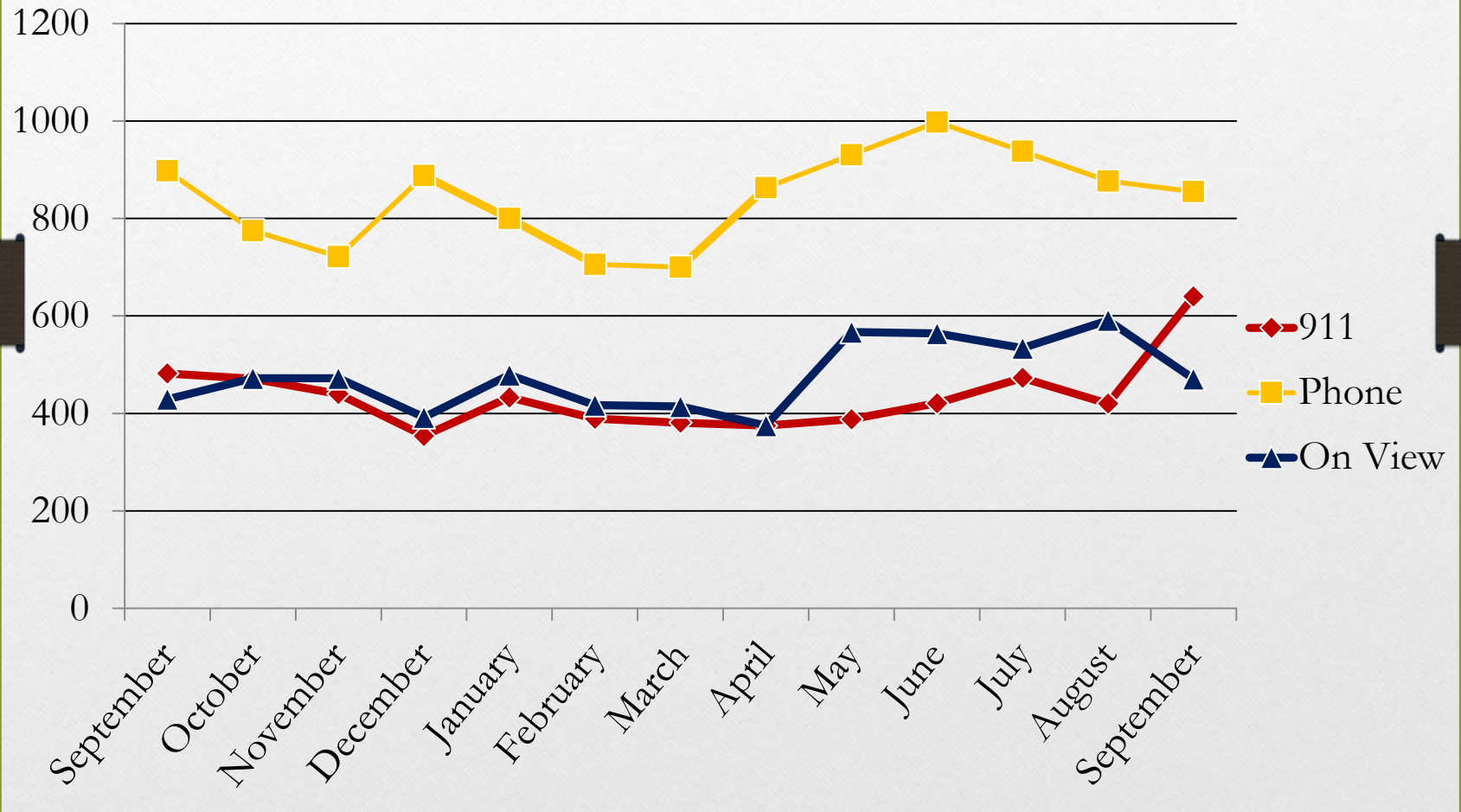


# Cottonwood Heights Police Department

September 2016

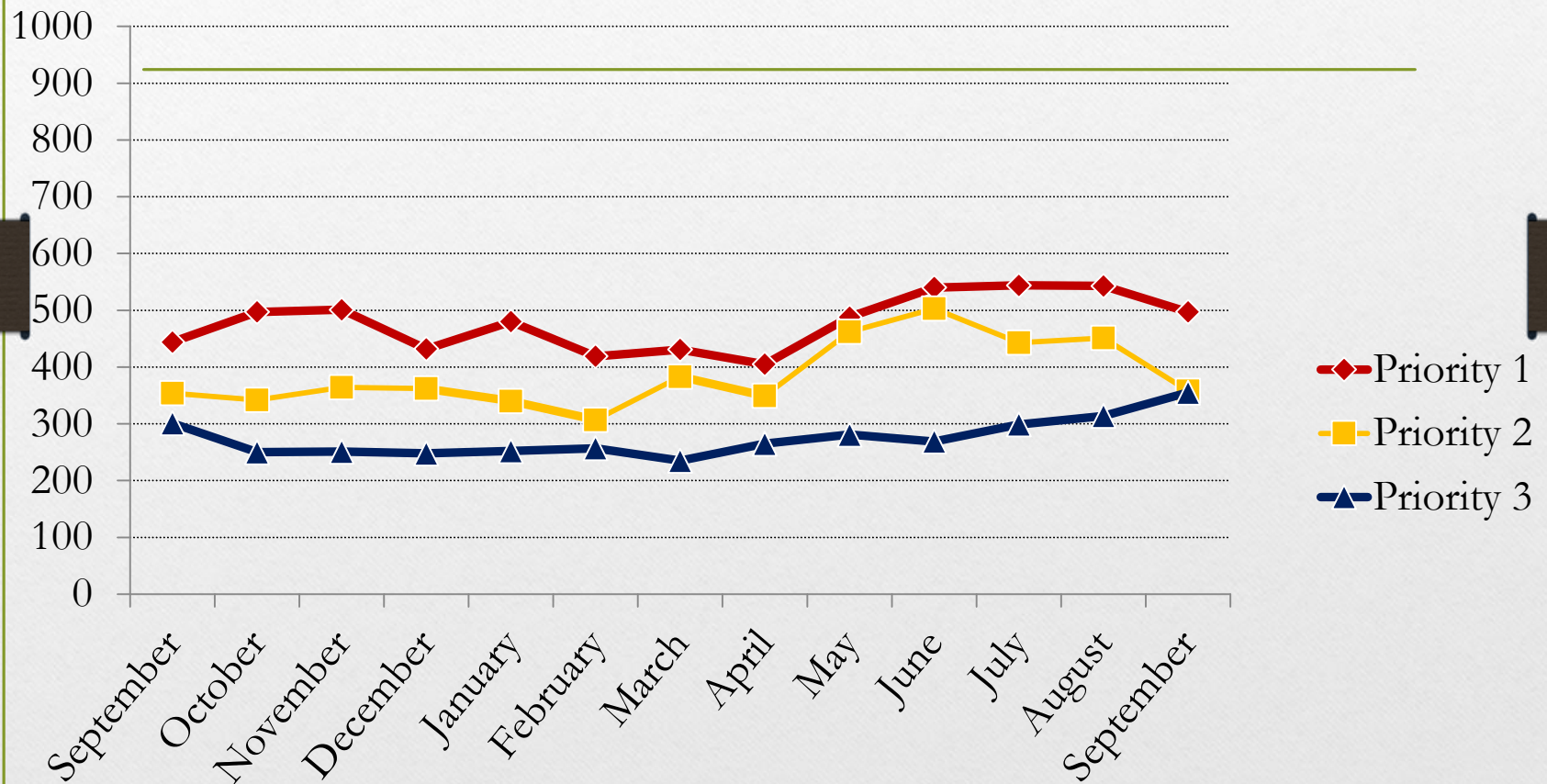


# Calls For Service By Source

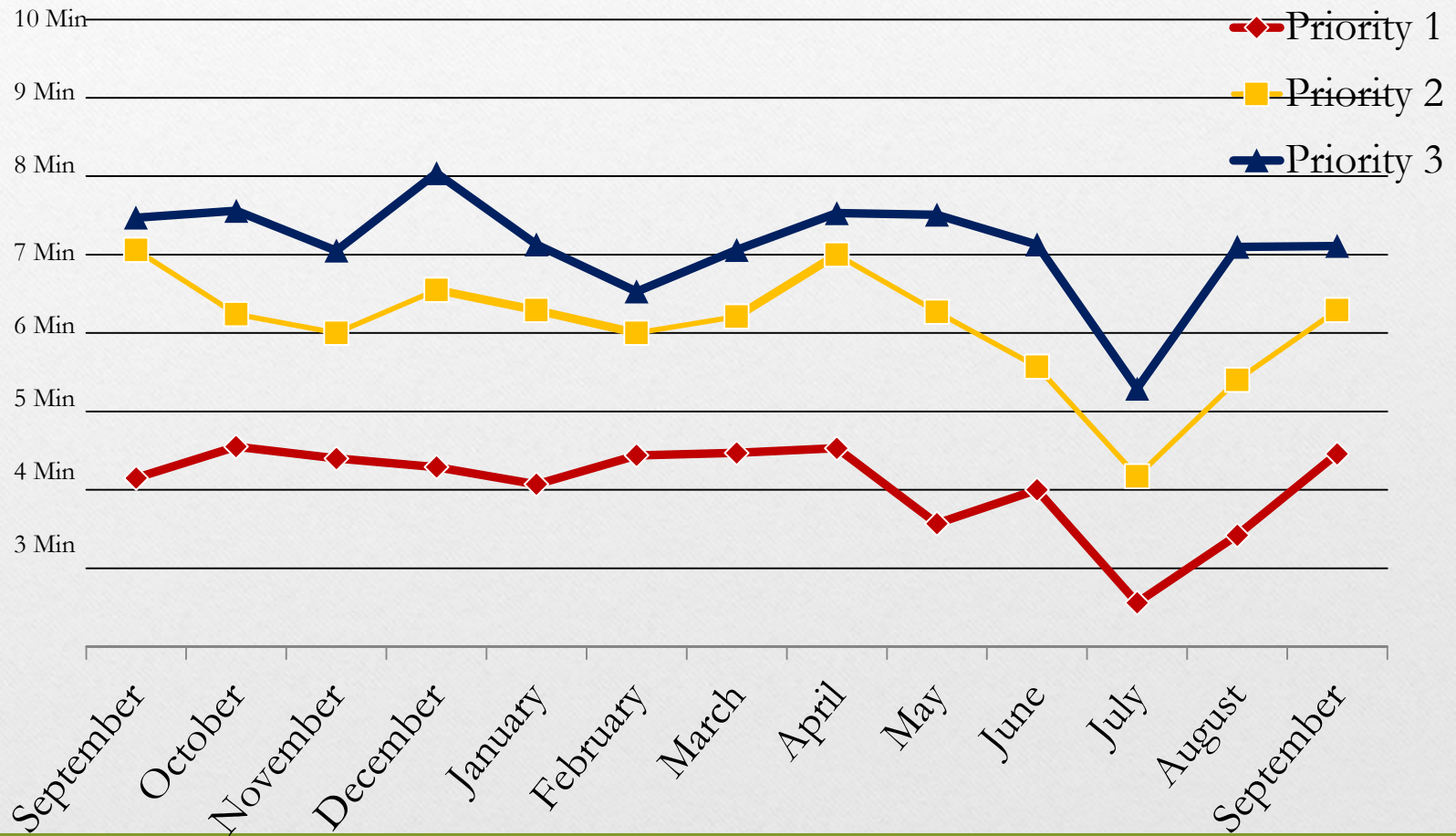




# Calls for Service by Priority

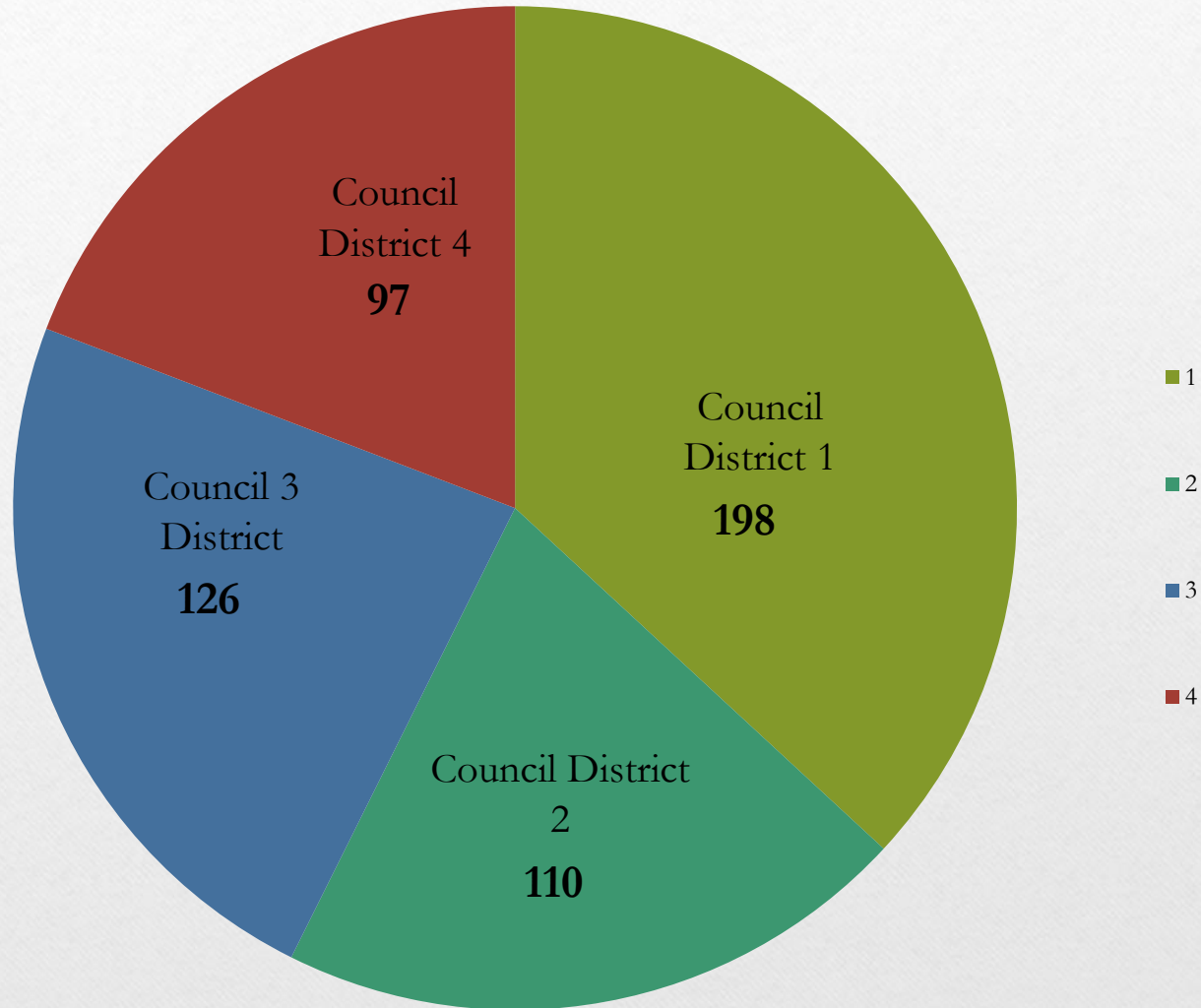


# Response Times





# Reports by Council District



## DISTRICT 1 TOP 10

NATURE	TOTAL
Accidents	20
Theft	17
Alarms	16
Suspicious Circumstances	14
Burglary	12
Animal Problem	11
Traffic Problem	8
Drugs	7
Trespassing	5
Vandalism	5

# Accident Hit and Run





## DISTRICT 2 TOP 10

NATURE	TOTAL
Suspicious Circumstances	11
Accidents	10
Burglary	9
Alarms	7
Animal Problem	6
Welfare Check	6
Disturbance	5
Domestic Violence	5
Theft	4
Traffic	3

# Suspicious Circumstances



## DISTRICT 3 TOP 10

NATURE	TOTAL
Accidents	19
Animal Problem	13
Fraud	11
Suspicious Circumstances	9
Alarm	8
Burglary	5
Theft	5
Civil Problem	5
Traffic	4
Drugs	3



# Burglary Vehicle

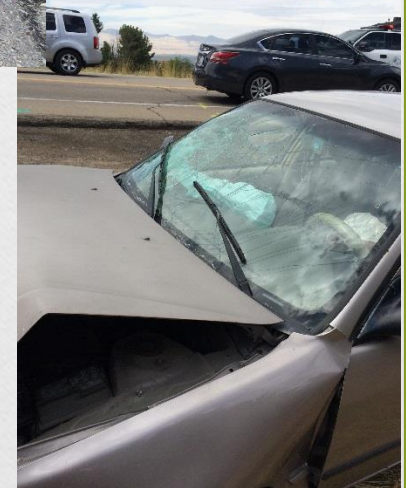


## DISTRICT 4 TOP 10

NATURE	TOTAL
Alarms	11
Animal Problem	9
Burglary	9
Welfare Check	6
Suspicious Circumstances	6
Domestic Violence	5
Disturbance	4
Fraud	4
Accident	4
Assist Public	3



# Accident

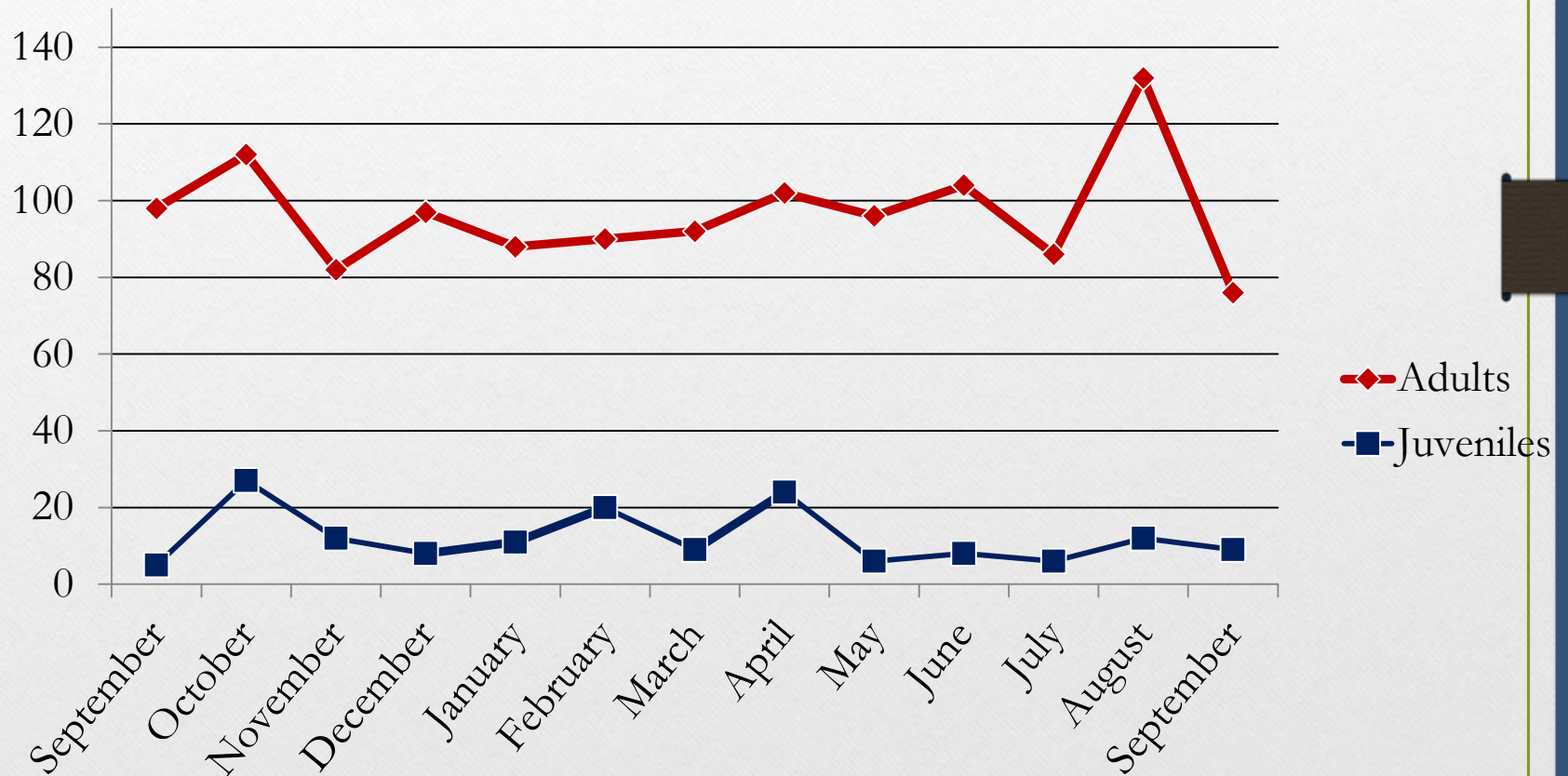


# Overall UCR Crime View

	September 15	September 16
Homicide	0	0
Rape	1	0
Robbery	1	1
Assault	16	14
Burglary	18	10
Theft	52	50
Stolen Auto	5	3
Total	93	78



# Arrests

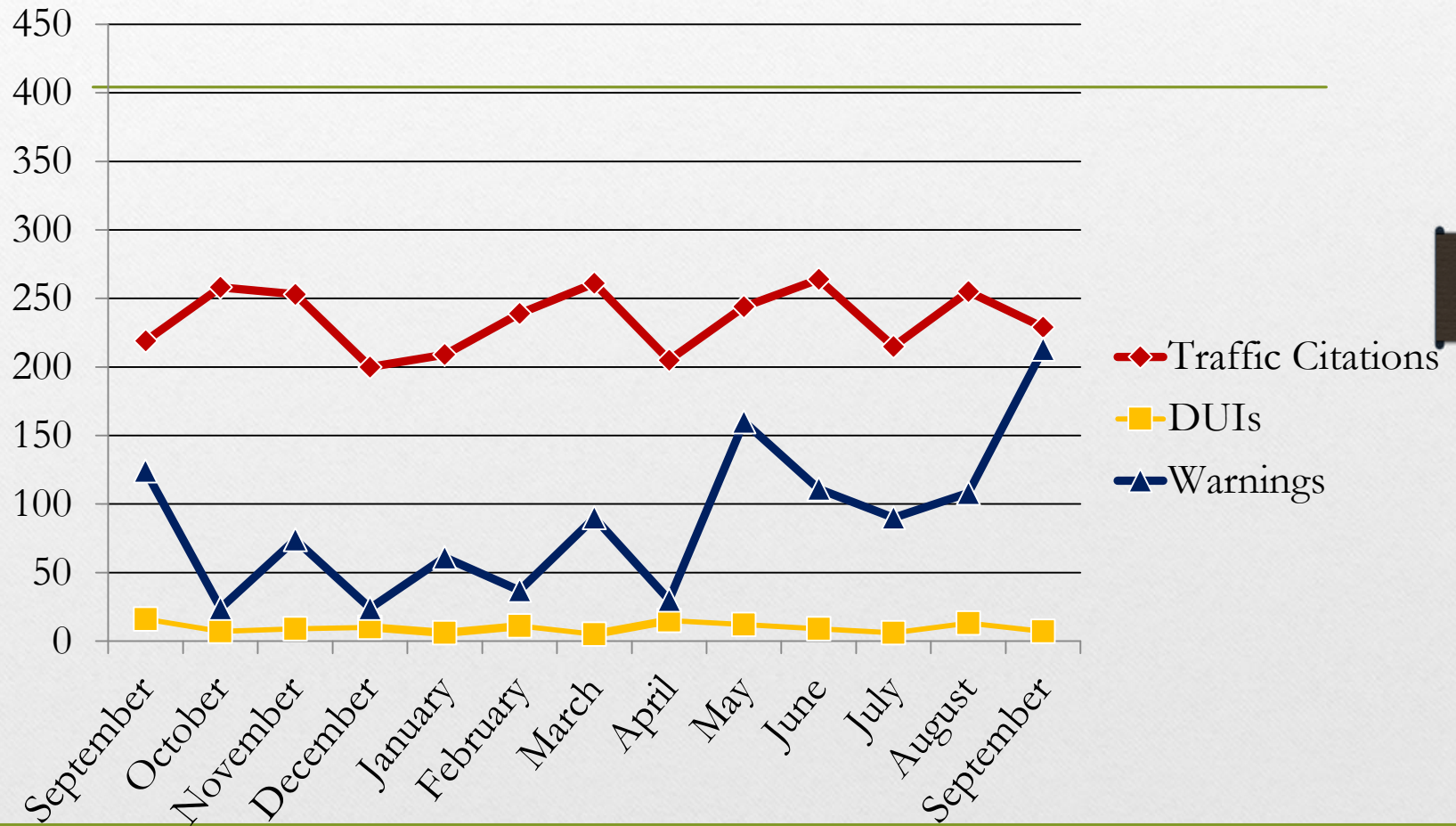


# Arrests by Offense

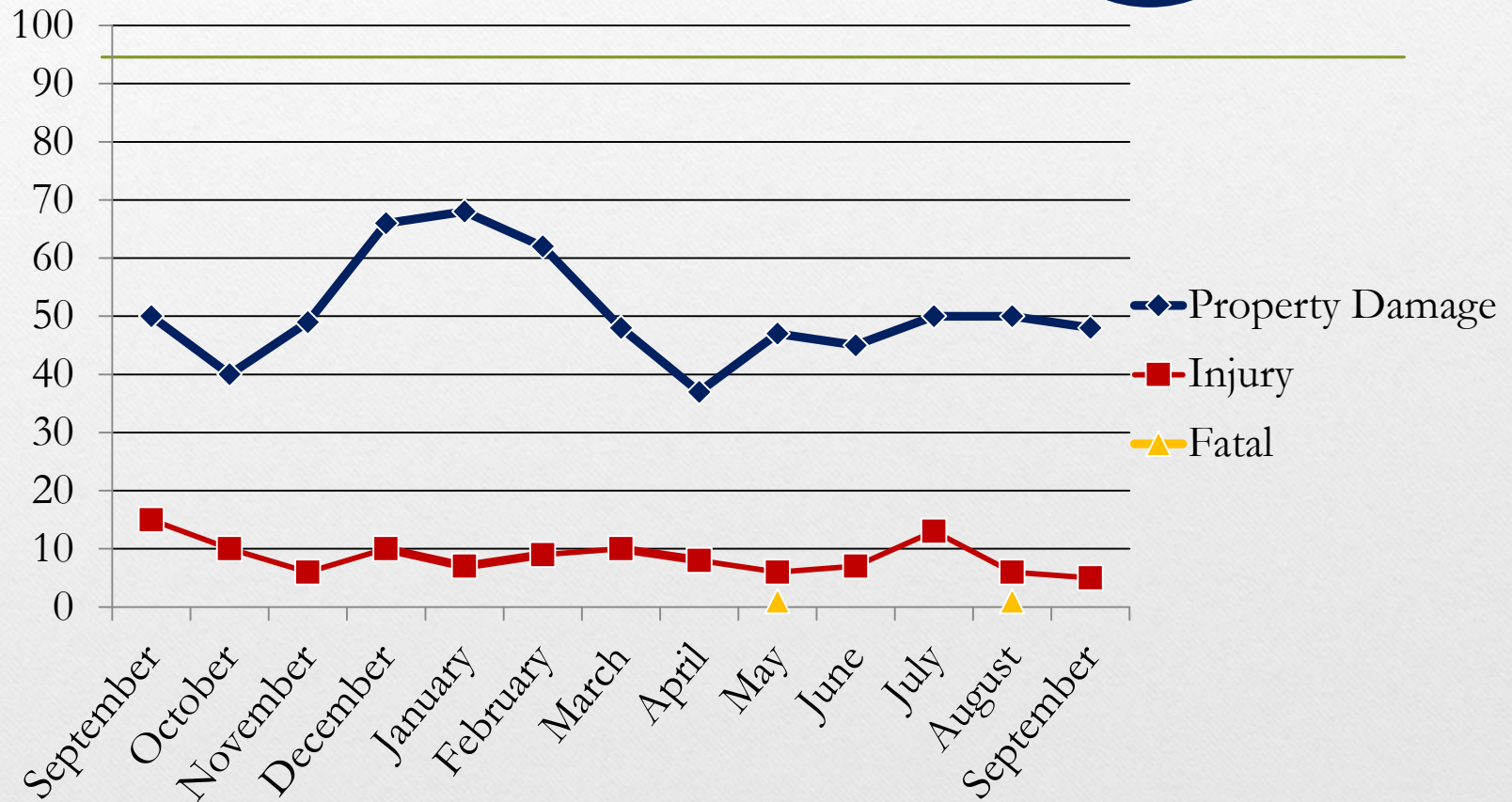
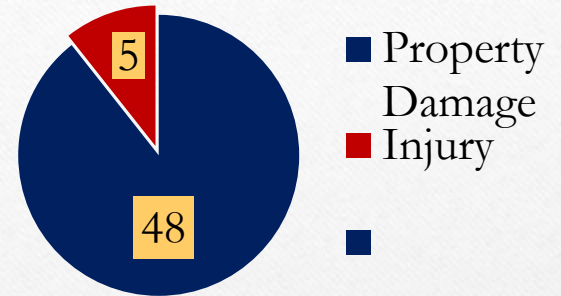
Offense	Adult	Juvenile
Forcible Rape	1	
Robbery	1	
Aggravated Assault	2	
Burglary		1
Theft	8	
Other Assault	6	2
Forgery	4	
Possession of Stolen Property	1	
Vandalism	1	1
Weapons Offense	3	
Sex Offense	2	
Sale / Manufacturing of Other Drugs	6	
Possession of Marijuana		1
Possession of Other Drugs	13	
Family Offense	1	
DUI	7	
Liquor Laws		1
Drunkenness	2	
All Other	18	3
Total	76	9



# Traffic Citations & DUIs



# Crashes





# Cops & Cookies









COTTONWOOD HEIGHTS PUBLIC WORKS TRANSITION PLAN APRIL 1 - NOVEMBER 1																													
CURRENT WEEK	April 4 - 8																												
TASK IN PROGRESS	April 11 - 15																												
TASK COMPLETED	April 18 - 22																												
TASK BEHIND SCHEDULE	April 25 - 29																												
DEADLINE	May 2 - 6																												
STARTED	May 9 - 13																												
CALENDAR DATES LAPSED	May 16 - 20																												
Department Structure Finalized	May 23 - 27 <td>May 30 - June 3</td> <td>June 6 - 10</td> <td>June 13 - 17</td> <td>June 20 - 24</td> <td>June 27 - July 1</td> <td>July 4 - 8</td> <td>July 11 - 15</td> <td>July 18 - 22</td> <td>July 25 - 29</td> <td>August 1 - 5</td> <td>August 8 - 12</td> <td>August 15 - 19</td> <td>August 22 - 26</td> <td>August 29 - September 2</td> <td>September 5 - 9</td> <td>September 12 - 16</td> <td>September 19 - 23</td> <td>September 26 - 30</td> <td>October 3 - 7</td> <td>October 10 - 14</td> <td>October 17 - 21</td> <td>October 24 - 28</td> <td>October 31 - November 4</td> <td>November 7 - 11</td> <td colspan="4"></td>	May 30 - June 3	June 6 - 10	June 13 - 17	June 20 - 24	June 27 - July 1	July 4 - 8	July 11 - 15	July 18 - 22	July 25 - 29	August 1 - 5	August 8 - 12	August 15 - 19	August 22 - 26	August 29 - September 2	September 5 - 9	September 12 - 16	September 19 - 23	September 26 - 30	October 3 - 7	October 10 - 14	October 17 - 21	October 24 - 28	October 31 - November 4	November 7 - 11				
Job Descriptions																													
Advertise for PW positions																													
Interview and Reposition Employees Internal																													
Interview and Hire New Employees External																													
CH Rec contract review and re-negotiation																													
Policy and Proceedure Draft																													
Budget and Finanace																													
Identify equipment purchases and dates for financing																													
Mack Truck cab and chassis payment																													
F-550 Purchase																													
Pursue capital funds from the County																													
Public Relations																													
Create public relations campaign on what the City is doing with public works and how it will initiate changes to improve those services to the City.																													
Prepare response report for public perception issues and how they will be dealt with- i.e. clearing culdesacs, training methods, routes, snow storage areas, etc.																													
Article for newsletter																													
Truck parked in public locations for Public Works Week																													
Other																													
Training plan on snow plowing																													
Snow removal plan/snow storage plan																													
Snow plow training and route manual																													
Order logo wraps																													
Number system for trucks																													
GPS tracking system operational																													
Purchase hand tools																													